



Learning Hub Supervisor

(Teaching Assistant)

37 hours per week, term time + 1 week
Salary H4, £25,989 - £27,254 (FTE) + fringe allowance
Start date: As soon as possible

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

We are seeking an organised and proactive Learning Hub Supervisor to join our inclusive and supportive team at Presdales School. The successful candidate will play a key role in supporting students who access the school's Learning Hub, ensuring they are fully engaged with their studies and making positive progress.

The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.

Closing date for applications:

9.00am, Wednesday 26th November 2025

Please submit:

- A letter of application, no more than two sides of A4, outlining how you meet the person specification
- A completed application form (available on the school website)

Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.

You can post your application to the school, or send by email to:

recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





Job Description / Person Specification

Key Responsibilities

- Maintain and complete the daily register for students timetabled in the Learning Hub.
- Add or remove students from the register as required, ensuring accurate attendance records.
- Support students in accessing and completing their schoolwork within the Hub environment.
- Alert the Senior Leadership Team promptly to any issues with non-attendance.
- Manage EDClass administration to support student learning and engagement (online lessons).
- Monitor and manage the Learning Hub email inbox.
- Update the school's MIS (SIMS) with student information and SEND reports.
- Provide one-to-one support to students within the Hub, fostering confidence and independence.
- Alert the Head of Year and SENCo to any recurrent or increasing visits to the Hub by non-timetabled students.
- Provide Teaching Assistant cover in lessons when required.

Knowledge, Experience and Training

The successful candidate will:

- Have excellent communication and interpersonal skills.
- Be organised, adaptable and confident using IT systems. Experience with SIMS would be desirable.
- Be able to build positive relationships with students and support their academic and emotional needs.
- Work effectively as part of a team and be committed to the school's ethos and values.
- Have previous experience working in a similar role, or within a school or educational setting (preferred but not essential).

Safeguarding checks

All appointments will be subject to two satisfactory references, a disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice

General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies
- Undertake any other reasonable duties required

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.